

**BHARAT HEAVY ELECTRICALS LIMITED**

Phone: 2816 1243

(A Government of India Undertaking)

PIPING CENTRE, MATERIAL MANAGEMENT

PUR 002/01

80, Gopathy Narayanaswamy Road, T.Nagar, Chennai – 600 017.

INDIGENOUS ENQUIRY	ENQUIRY REFERENCE	DATE
	4501700019	11.09.2017
NAME OF SUPPLIER : _____	DUE DATE FOR QUOTATION – 25.09.2017	
	THIS IS ONLY A REQUEST FOR QUOTATION AND NOT AN ORDER	

Suppliers Are Requested To Go Through Terms & Conditions Before Submission of Offers.

Sl. No.	Material Code	Description & Specification	Unit	Qty.	DELIVERY SCHEDULE		
					Qty.	Date	Remarks
01		Stationery Items As Per Annexure Enclosed Price Bid format Should be Filled in and Sent as Offer					2 weeks from date of PO

Encl. to Enquiry:

1. Important information to Bidders
2. Price Format

Dear Sirs,

Please submit your lowest quotation in triplicate, subject to our terms and conditions overleaf, for the above materials, so as to reach us on or before the due date by 2 P.M.

1. Quotations will be opened at 2-30 P.M. on the due date in camera/In the presence of the tenderers who may like to be present.
2. Price should be nett FOR destination inclusive of risk in transmit and remain valid for 120 days from the due date.
3. If any Sales tax and Excise duty are payable as extra to the quoted price the percentage of the same should be specifically stated in the quotation failing which the purchaser will not be liable for payment of Sales Tax / Excise Duty. Our T.N.G.S.T.No.3560005/dt.1-4-95, C.S.T.No.239383 dt.11-6-91.
4. If the enquired items are coming under D.G.S & D rate contract, please indicate the rate contract prices duly sending a copy of the rate - contract along with your offer.
5. No revision of prices will be entertained after tenders are opened.
6. Manufacturers name, brand name trademark or patent No. if any should be specified. Illustrate leaflets giving particulars are required along with quotation wherever necessary.
7. Products with I.S.I. Certification marks will be preferred.
8. The purchaser shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject in part or full without assigning any reason whatsoever.
9. Late tenders are liable to be rejected.
10. Any deviations to the enquired technical and commercial conditions shall be clearly indicated in the covering letter of the quotation.

Yours faithfully,

For BHARAT HEAVY ELECTRICALS LIMITED

Sr. Manager / Purchase
S. VARADARAJAN
Sr. Manager - Purchase
BHEL Piping Centre
880, G.N. Road, T. Nagar
Chennai - 600 017.

044-28161243

9444952612

TERMS AND CONDITIONS

1. **TERMS OF PAYMENT:** 100% Payment will be made after receipt and acceptance of material.

2. **RISK PURCHASE:** Alternatively the purchaser at this option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute therefore. The supplier shall be liable for any loss which the purchaser may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in clause 3 below.

3. **LIQUIDATED DAMAGES:** It is clearly among the parties to the contract that time is the essence of the contract. Therefore the delivery of the goods specified, in the purchase order should be made within the time limit prescribed. Where the seller supplies or dispatches the goods beyond the delivery period specified, the purchaser will have no obligation to accept the goods if accepted liquidated damages, at the rate of ½% of the value of goods delayed for each week of delay or part thereof subject to a maximum of 10% of the undelivered portion will be levied without prejudice to any other relief or compensation due to the purchaser under any other condition of this contract.

4. **GENERAL:** Any other conditions, which might have been quoted by the seller and are in contravention to the terms prescribed in the order and which have not been specifically accepted in by the purchaser will not be applicable to this contract.

5. This tender is a **SINGLE PART bid, i.e, only price bids shall be sent.**

The above bid shall be sent in a sealed envelope and duly superscribed as follows :-

“Enquiry No: 4501700019/ 11.09.2017 , Tender opening date : 25.09.2017 ”

It shall be addressed to the following:-

To
Sr. Manager / Purchase, Pipes & Misc.
Bharat Heavy Electricals Limited,
Piping Centre,
80, G.N. Road, T.Nagar,
Chennai – 600 017.
Phone: 2816 1243”

6) Your offer should be strictly conform to our requirement. Prices and applicable taxes should be indicated clearly without any corrections. **YOUR PRICES SHALL BE INDICATED IN THE GIVEN BHEL PRICE FORMAT SENT ALONG WITH THE ENQUIRY ONLY. PRICES INDICATED IN ANY OTHER FORMAT WILL NOT BE CONSIDERED.**

7) Organisation Information like PAN number, TIN number, CST number, etc shall also be furnished.

8) The validity of the offer should be Minimum of 60 days.

9) The quoted price shall be “FIRM” till the completion and execution of the work.

10) The material to be delivered to the above mentioned address.

- 11) This Enquiry shall be evaluated on cumulative – L1 basis, i. e, L-1 status shall be arrived based on the total rate of all the items put together. **VENDOR HAS TO QUOTE FOR ALL THE ITEMS. IF VENDOR IS NOT QUOTING FOR ANY ONE ITEM ALSO, THEIR BID WILL NOT BE CONSIDERED SINCE THE PRICE EVALUATION IS ON CUMULATIVE L-1 BASIS.**
- 12) The delivery shall be 2 weeks from the date of PO. Earlier delivery would be preferable.
- 13) Last date of submission of offer is 25.09.2017 , 14:00 hrs. Bids submitted after the deadline will not be entertained.
- 14) The bid opening date and time is 25.09.2017 , 14:30 hrs.
- 15) **Your quote should be on FOR-BHEL/PC basis, i.e, your quotation should also include the transportation cost upto our office. Material shall be distributed based on the departments to the various floors as instructed by BHEL. In case of non availability of lift also, material shall be distributed to the respective departments by vendor person only.**

You are requested to submit your offer on or before the due date.

ANNEXURE

SL.No.	DESCRIPTION	Qty.	Unit	Price Per Qty.	Tax	Total for Full Qty.
1	Tag Files Thick (Green, Yellow)	50	No			
2	Tag Files Thick (Brown)	50	No			
3	Box File	25	No			
4	Long Size- 4Qr Register	20	No			
5	Half Size Note Book - Ruled	50	No			
6	Half Size Note Book - Un Ruled	50	No			
7	Cello Swish Ball Pen Blue	100	No			
8	Rorito Mypro Gel Pen Blue	100	No			
9	Rorito Mypro Gel Pen Black	75	No			
10	Rorito Mypro Gel Pen Red	75	No			
11	Glue Stick - 15gms	75	No			
12	Highlighter Floracent(Green, Yellow)	50	No			
13	Nylon Rubber Band Big Size	3	Kg			
14	Nylon Rubber Band Small Size	3	Kg			
15	Apsara Pencil Black	100	No			
16	Pencil Shparpner	50	No			
17	Pencil Eraser	75	No			
18	Notice Board Steel Pin	5	Box			
19	Gem Clip Steel Big Size	10	Box			
20	Gem Clip Plastic Big Size	10	Box			
21	Gem Clip Plastic Small Size	10	Box			
22	Scissors Big Size	30	No			
23	Scissors Medium Size	30	No			
24	Scissors Small Size	30	No			

SL.No.	DESCRIPTION	Qty.	Unit	Price Per Qty.	Tax	Total for Full Qty.
25	Long Size Scale Plastic	50	No			
26	1" Cello Tape (Brown)	20	No			
27	1" Cello Tape (Transparent)	20	No			
28	White Board Marker Pen (Blue, Green, Red, Black)	40	No			
29	Permanent Marker Pen (Blue, Green, Red, Black)	40	No			
30	Luxour Sketch Pen	10	Pkt			
31	Max 10 Stapler	20	No			
32	Clip Pad	10	No			
33	Partition Cards Thick (Green, Pink, Yellow)	100	No			
34	Board Pin	5	Box			
35	Binder Clip - 19mm	6	Box			
36	Gum Bottle Small Size	20	No			
37	Synthetic Gum Tube	30	No			
38	Yellow Cloth	30	No			
39	A4 Size L Folders	50	No			
40	Blue Cloth	20	Mtr			
41	Short Hand Note Book	20	No			
42	Pen Type Corection Fluid	50	No			
43	Punching Machine Dp- 600	20	No			
44	Paper Weight (Rubber)	50	No			
45	HB Pencil	12	No			
46	Long Scale Steel (1Feet)	2	No			
47	Wonder 3" Brown Tape (65Mtrs)	50	No			
48	Wonder 2" Brown Tape (65Mtrs)	50	No			
49	Wonder 2" White Tape (65Mtrs)	50	No			

SL.No.	DESCRIPTION	Qty.	Unit	Price Per Qty.	Tax	Total for Full Qty.
50	Steel Pin	5	Bx			
51	A4 Size Plastic Folders	75	No			
52	Rorito Fanta Glide Blue Pen	100	No			
53	Rorito Fanta Glide Black Pen	100	No			
54	Apsara Platinum Pencil(10Pcs/Bx)	15	BX			
55	Max 10 Stapler	10	No			
56	Max 10 Staples(20Pkt/Bx)	3	Bx			
57	Natraj Eraser	60	No			
58	Natraj Sharpners	60	No			
59	Luxor Sketch Pen	12	Set			
60	Permanent Marker Pen Red	10	No			
61	Permanent Marker Pen Blue	10	No			
62	Permanent Marker Pen Black	10	No			
63	Permanent Marker Pen Green	10	No			
64	Gem Clips Steel	10	Pac			
65	Gem Clips Plastic	20	Pac			
66	Kores Fevi Stick 15g	50	No			
67	Luxor High Lighter Yellow	20	No			
68	Luxor High Lighter Blue	20	No			
69	Luxor High Lighter Fluracent	20	No			
70	Luxor High Lighter Pink	20	No			
71	Natraj Plastic Long Scale	15	No			
72	Wonder White Cello Tape 1"	10	No			
73	Wonder White Cello Tape 2"	10	No			
74	Wonder White Cello Tape 3"	10	No			

SL.No.	DESCRIPTION	Qty.	Unit	Price Per Qty.	Tax	Total for Full Qty.
75	Wonder Brown Cello Tape 1"	10	No			
76	WonderBrown Cello Tape 2"	10	No			
77	Wonder Brown Cello Tape 3"	10	No			
78	Classmate Note Book Un Ruled	100	No			
79	Yellow Cloth	100	No			
80	Punching Machine DP 600	5	No			
81	HD 45 Stapler	5	No			
82	Binder Clips 15mm(12Pkt/Bx))	2	BX			
83	Binder Clips 19mm(12Pkt/Bx)	2	BX			
84	Binder Clips 25mm	10	Pac			
85	File Tag	100	No			
86	TAG Files Colour	50	No			
87	Blue Dungry Cloth	10	Mtr			
88	Nylon Rubber Band Special (Big)	3	Kg			
89	Gum Tubes	20	No			
90	2 Qr. Ruled Registers	10	No			
91	Cello Lique Flow Blue Pen	30	No			
92	Cello Lique Flow Black Pen	30	No			
93	Pencil Eraser Big Size	15	No			
94	Yellow Cloth	30	No			
95	Use and Through Pen	1	BX			
96	Fevi Gum	15	No			
97	Gem Clip Metal	10	BX			
98	Stick Folder	50	No			
99	Apsara Gold Pencil	30	No			

SL.No.	DESCRIPTION	Qty.	Unit	Price Per Qty.	Tax	Total for Full Qty.
100	KDL Box Files	30	No			
101	Stamp Pad Medium	5	No			
102	Tag Files Colours	10	No			
103	Scissors Medium	5	No			
104	Kangaroo HD 800 Punching Machine	1	No			
105	Apsara Extra Pencil	10	No			
106	Rorito Fanta Glide Blue Pen	10	No			
107	Rorito Fanta Glide Red Pen	10	No			
108	Fevi Stick Medium	7	No			
109	Max - 10 Stapler Pin Packet	15	No			
110	Note Book Un Ruled	10	No			
111	Nylon Rubber Band 3Inch	2	No			
112	Tag Files	30	No			
113	Highlighter Yellow	5	No			
114	Pencil Sharpener	5	No			
115	Pencil Eraser Best Quality	5	No			
116	Yellow Cloth	20	No			
117	Plastic Files	20	No			
118	Apsara Extra Pencil	50	No			
119	Cello Butterflow Blue Pen	50	No			
120	Cello Butterflow Red Pen	50	No			
121	Permanent Marker (Blue, Red, Black)	30	No			
122	Fevi Stick Medium	50	No			
123	Waste Paper Basket	8	No			
124	Stapler Samll HD-10	50	No			

SL.No.	DESCRIPTION	Qty.	Unit	Price Per Qty.	Tax	Total for Full Qty.
125	Stapler HD-45	50	No			
126	Max - 10 Stapler Pin Packet	100	No			
127	White Board Marker (Blue, Red, Green)	30	No			
128	Note Book Ruled / Unruled	30	No			
129	Nylon Rubber Band 3 Inch (500gm)	5	Pkt			
130	White Tap 2"	20	No			
131	Brown Tap 2"	20	No			
132	File Tag (500Nos)	5	PKT			
133	Tag Files	250	No			
134	Highlighter Yellow	50	No			
135	Highlighter Blue	10	No			
136	Highlighter Pink	10	No			
137	Highlighter Green	10	No			
138	Corection Fluid Pen Type	25	No			
139	Rorito Fanta Flo Blue Ball Pen	50	No			
140	Pencil Apsara	50	No			
141	Tag Files Colour	50	No			
142	NJS 65 Box File	50	No			
143	Urgent Ordinary Flap Pad	50	No			
144	Nylon Rubber Band Specila Big	1	KG			
145	Corection Fluid Pen Type	5	No			
146	Binder Clip 25mm	10	No			
147	Kores Glue Stick	10	No			
148	Student Note Book Un Ruled 200Pgs	20	No			
149	Scribbling Pad A4 Size	10	No			

SL.No.	DESCRIPTION	Qty.	Unit	Price Per Qty.	Tax	Total for Full Qty.
150	Ruled Note Book	35	No			
151	Un Ruled Note Book	20	No			
152	Blue Pen	35	No			
153	Natraj Pencil	35	No			
154	Natraj Eraser	35	No			
155	Pen Type Correction Fluid	25	No			
156	Blue Cloth	5	Mtr			
157	Permenant Marker pen (Red,Blue, Black)	15	No			
158	Yellow Cloth	15	No			
159	Highlighter (Yellow, Pink)	40	No			
160	Everady Batary (Small)	10	No			
161	Everady Batary (Walkclock)	10	No			
162	1" Cello Tap	35	No			
163	Paper Cutter	25	No			
164	Binder Clips 15mm(12Pkt/Bx))	5	Bx			
165	Binder Clips 19mm(12Pkt/Bx)	5	Bx			
166	Kangaro HD-23 S17 Stapler	1	No			
167	Scissors Medium Size	20	No			
168	L Folders	35	No			
169	Nylon Rubber band	2	Kg			
170	Reynolds Racer Gel Blue	20	No			
171	Reynolds Racer Gel Red	30	No			
172	Cello Refill Pushback Pen (Blue)	50	No			
173	Cello Refill Pushback Pen (Black)	50	No			
174	Cello Refill Pushback Pen (Red)	50	No			

SL.No.	DESCRIPTION	Qty.	Unit	Price Per Qty.	Tax	Total for Full Qty.
175	Pencil Natraj HB	100	No			
176	Highlighter Pen (Yellow, Green, Pink, Orange)	100	No			
177	Yellow Cloth	150	No			
178	Plastic Folder	50	No			
179	Plastic Files	50	No			
180	Paper Weight	100	No			
181	Sharpner	45	No			
182	15 cm Scale	20	No			
183	Bell Pins	3	No			
184	Yellow Sticky Note 3 x 3 Inch	60	No			
185	Permanent Marker	2	No			
186	Memo Pad 4 x 4 Inches Unruled 40 Pags	60	No			
187	Stapler Kangaro - 10	5	No			
188	Brown Tap 3"	5	No			
189	Panfix Cellulose Tape 25mm x 66mm	10	No			
190	AA Size Batter	20	No			
191	Gum Tube Small Size	50	No			
192	Gem Clips Metal	12	No			
193	Stamp Pad Blue 110 x 20 Small	5	No			
194	Plastic Stick Files	30	No			
Total Amount For Full Quantity (Base Price and Tax)						